

STATE ARMORY BOARD
March 6, 2020

The Indiana State Armory Board (SAB) convened at 9:56 A.M. on Friday, March 6, 2020 in the Adjutant General's Conference Room, located on the second floor—Building One of Joint Forces Headquarters at Stout Field, 2002 South Holt Road, Indianapolis, Indiana 46241; pursuant to notices given to all concerned.

MEMBERS PRESENT:

MG (Ret) R. Martin Umbarger—President
BG (Ret) Ronald W. Henry—Vice President
MSG (Ret) Donivan J. Mahuron—Member
COL (Ret) Marjorie K. Courtney—Member
COL (Ret) Timothy R. Warrick—Member

OTHERS PRESENT:

BG Timothy Winslow—Director, Joint Staff
Mr. Scott R. Collins—Director, State Operations
COL (Ret) John Silva—Agency Controller
Mr. Jason Thompson—Agency General Counsel
Mr. James Mahern—State Facilities Officer
Mr. Steve Hines—Federal Facilities & Engineering Officer
Mrs. Mary Carrico—State Contracting Officer
Mrs. Stephanie Brossman—Field Auditor
Miss Mary Barbee—Business Administrator—Recorder

THOSE ABSENT:

BG R. Dale Lyles—The Adjutant General
LTC Elizabeth Murphy—Staff Judge Advocate's Office

MINUTES OF LAST MEETING:

Motion to approve the minutes of the January 14,2020 Meeting was made by Colonel Courtney, seconded by General Henry, and carried.

4. TREASURER'S REPORT:

Colonel Silva briefed the Board concerning the financial stability of the State Armory Board.

He stated the Board Checking Account has a balance of \$2,475,106.14 Accounts Receivable: \$3,236.11; and total of Certificates of Deposit in the amount of \$900,000.00—giving the State Armory Board \$3,378,342.25 in Total Assets.

He informed members the Total Liabilities of the Board experience very little change on a month to month basis; the only liabilities which see change are the Indiana Guard Reserve (IGR), the Ceremonial Unit (JFHQ-CU), the Lawrence Wellness Center, and the consulting firm of Sease, Gerig, and Associates.

Colonel Silva also briefed the Board on the balances maintained by Local Armory Boards, indicating the smaller armories which have balances of less than \$500, will from time to time, submit a request for, and the will grant them a one-time payment of \$100 to supplement their funds for the purchase of fuel for their grounds maintenance equipment.

Motion to approve the Financial Report was made by Sergeant Mahuron, seconded by Colonel Courtney, and carried.

Director of State Operations, Mr. Scott R. Collins, proposed a change to the order of business, to afford presenters from the Strategic Plans and Policy Section (J5) the opportunity to make their presentation and return to their work stations in a timely manner appreciative of their schedules.

5. MR. SCOTT R. COLLINS WILL INTRODUCE MR. PAUL KOEHL WHO WILL PROVIDE AN UPDATE CONCERNING THE MARKETING OF ARMORIES FOR RENTAL PURPOSES.

Mr. Collins indicated he has received guidance from the Adjutant General to consolidate the various websites throughout the Indiana National Guard into one website.

He stated the Indiana National Guard currently has a web-site for its Army Guard, one for its Air Guard, another for the Adjutant General's Agency within the State of Indiana's web-site; a web-site for Camp Atterbury (CA-IN), one for the Muscatatuck Urban Training Center (MUTC), another for the Hoosier Youth ChalleNGe Academy (HYCA), and another for the State Armory Board (SAB).

Mr. Collins emphasized General Lyles would like to consolidate those websites into one and have tabs for each separate department within the Indiana National Guard. Mr. Collins indicated in addition to keeping the dates of meetings posted, he would also like to see minutes from past meetings posted on the State Armory Board tab of the SAB tab when the consolidated website is completed. Marketing is another area Mr. Collins felt needed to be enhanced in the consolidated website. At this time, he introduced Mr. Paul Koehl and Ms. Kelly Sharp from the J5 Section.

Mr. Koehl stated he has been working with his staff for a little over a year on ways to combine INNG entities under one website. He proposed this could be done using tabs and pop-up windows. With pop-up windows, citizens can see if there is an armory in their location: The pop-up would contain the information need to rent an armory.

He emphasized the use of Chambers of Commerce within the cities where armories are located: each armory could join its local Chamber of Commerce and indicate the armory is available for rent—the Franklin Armory does this with the Johnson County Chamber of Commerce, and has had great success in establishing rentals.

To utilize the possibilities on Facebook, Mr. Koehl reiterated the annual subscription to Hootsuite: a software program which can list/push out events automatically, once the event date is added to the Hootsuite calendar. The calendar would provide this information to various social media platforms: Facebook, Instagram, Twitter, and YouTube, to name a few.

Mr. Koehl indicated the cost of utilizing Hootsuite is \$1,500 annually. Colonel Courtney asked if there was no one at the armory willing to keep track of what was taking place on-line, how would the Board benefit by utilizing the program. Mr. Collins replied by stating the state employee who takes care of armory rental contracts would have access to that information; thereby assisting to ensure rental interest/usage would not “fall through the cracks.”

Sergeant Mahuron made the motion of getting the Hootsuite program, seconded by Colonel Courtney, and carried. Colonel Silva stated for the record, the amount of \$2,000 would be set aside for J5-Marketing on the SAB Chart of Accounts Listing. General Henry emphasized the need for J5-Marketing to provide the Board with regular updates.

General Umbarger suggested awards/certificates be presented at the annual Building Service Workers Conference for the armories, based upon rental performance and size of armory.

6. MRS. MARY CARRICO WILL PROVIDE AN UPDATE ON CURRENT STATE ARMORY BOARD CONTRACTS.

Mrs. Carrico informed the Board the 38th Infantry Division has taken advantage of utilizing credit card capabilities for armory rentals, emphasizing the monies from the rentals goes directly into the Division's Local Armory Board, thereby making the armory rental experience easier on the customer and the armory manager. She states there are five armories using this program. Sergeant Mahuron asked Mr. Collins to give an update on rental progress at a later meeting.

Mrs. Carrico briefed the Board the Global Security Services Contract was signed by General Umbarger prior to the Board Meeting. Global provides security services to CAIN, MUTC, Shelbyville, and Stout Field. Cost of the contract is \$1,280,920.00 and is funded 100% through federal funds.

The Hoosier Youth ChalleNGe Academy Memorandum of Understanding for Authorized Use of Board Facilities will be signed after today's meeting. It is the annual agreement which allows HYCA to use the facilities at the former Indiana Soldiers' and Sailors' Children's Home, as it is located on State Armory Board property.

7. MR. STEVE HINES WILL PROVIDE AN UPDATE CONCERNING REAL PROPERTY ISSUES.

Mr. Hines briefed the Board concerning the conditions of the various armories throughout the state, the Armory Master Plan, as well as projects currently taking place.

Mr. Hines stated that 20% of armories are inspected annually by the Facilities Management Office (FMO), ensuring that every five (5) years, an armory has been inspected; however, he stated all armories are given attention by Building Service Workers (BSWs) or Maintenance Repair Persons (MRPs) on a regular basis, as these individuals report areas of concern to the armory manager, who will alert the regional plant manager. Colonel Warrick asked if there was a checklist used while conducting inspections: Mr. Hines stated there was a checklist in place

for inspections with some areas weighing in more heavily than others, emphasizing it is hard for an armory to fall in the black, or failing, category.

Mr. Hines indicated there are two (2) armories within the state categorized as being “black:” Lebanon and Shelbyville. Marion is another armory which is desperately in need of repair; however, the units there will become relocated to the Atlanta (Hamilton County) armory upon completion. He emphasized most armories are categorized “red,” due to their age, not the condition of the building; that the maintenance and repair of Indiana’s armories has improved within the last five (5) years.

Mr. Hines spoke of considering applying for funds to cover small projects (\$6 million and below) to get funds faster to provide for the upkeep of armories, rather than asking for the funds to cover a \$20 million project; he indicated asking for smaller amounts from Military Construction (MILCON) allotments would lessen the burden for a state share in future projects.

Mr. Hines shared the Armory Master Plan with the Board: implemented in 2010, the plan hoped to reduce the number of armories within the state from 64 to 45 through consolidation, expansion, and new construction. He stated General Lyles’ Master Plan will transform the 64 armories into 29 armories through consolidation, expansion, and new construction. The Construction Facilities Management Office (CFMO) is developing ideas to achieve the results of General Lyles’ plan.

The Shelbyville Armory Additions and Alteration Design is 30% complete: construction on the project is scheduled to begin in fiscal year 2021 at the cost of \$12 million.

Mr. Hines concluded his brief with news of the ribbon cutting at the Field Maintenance Shop (FMS) 9, located in New Albany—the project began in fiscal year 2018 and was completed at the cost of \$2,400,000.00

8. PUBLIC COMMENTS

Colonel Courtney indicated she did not have a comment; rather a question concerning whether the CFMO was going to require funds from the SAB regarding Centralized Personnel Plan (CPP) contracts. Colonel Silva assured her monies would not be coming from the SAB, citing the Indiana State Board of Accounts prohibits that from happening. Mr. James Mahern echoed Colonel Silva,

explaining local armory boards are called to ask if they have the funds to support small repairs, citing many of them do, and make the needed small repairs/upkeep with their own funds; those which do not have enough funds are covered by the state's general fund account – 11030.

Sergeant Mahuron asked if Mr. Collins could explain the high school program at HYCA. Mr. Collins indicated there is a MOU with Options Schools—one of five original charter schools recognized by the State of Indiana. He explained cadets have the opportunity to earn their high school diploma, or, if a cadet is severely lacking in credits, they can work toward a high school equivalency with the Adult Basic Education Program. Mr. Collins said it was exciting to have both programs at HYCA.

Sergeant Mahuron asked General Winslow if he could elaborate on the Cyber School at Muscatatuck. General Winslow explained the Cyber School is an ongoing program between MUTC and Ivy Tech Community College—Columbus. He stated the program has been very successful in placement of graduates, indicating the average salary of a Cyber Academy graduate is \$70,000.00

Mr. Hines suggested the Board consider a reinspection of the Knightstown facility, to insure all the buildings are living up to the expectation of the State Historic Preservation Officer (SHPO). He and Colonel Silva agreed there needs to be an analysis of the buildings located on the Knightstown property to determined which ones need to be moth-balled or torn down. They agreed this will be like the process undertaken when destroying Building 8 at Stout Field.

9. REMARKS BY THE ADJUTANT GENERAL.

General Lyles was attending the United States Army Forces Command (FORSCOM) Regional Conference, in his absence, General Winslow provided a brief to the Board on the status of the Indiana National Guard.

General Winslow informed the Board he was the Indiana National Guard COVID-19 representative, indicating the disease was being given attention by all U.S. armed forces commanders; that he was being given guidance on how to protect not only Indiana National Guard Members; but, civilian staff members as well. He also stated working on a response plan to protect all employees throughout the Indiana National Guard, and to help wherever the Guard can be of service to state, nation, and globe.

According to General Winslow, the March 5, 2020 Community Leader's Luncheon held at HYCA was a "very good" event, where a "great exchange" was held between everyone who was in attendance.

General Umbarger extended compliments from the family of MG (Ret) Clyde "Chet" Wright, on the services rendered by the ceremonial unit. He stated it was one of the longest funeral processions he had ever seen. General Wright passed away on February 12, 2020 in Avon, Indiana, at the age of 101.

10. DATE OF NEXT MEETING.

There being no further business to discuss, the Board agreed to conduct the next meeting of the State Armory Board at ten o'clock (10 A.M.) on Thursday, the 14th of May at Muscatatuck Urban Training Center, located in Butlerville, Indiana.

Motion to adjourn the March 6, 2020 meeting of the State Armory Board was made by Colonel Courtney, seconded by Colonel Warrick, and carried at 11:42 A.M.

Signature on Original File Copy

MG (RET) R. MARTIN UMBARGER, PRESIDENT

Signature on Original File Copy

BG R. DALE LYLES, THE ADJUTANT GENERAL
SECRETARY-TREASURER